

§201.4(c)(4)(i) Local Funding and Technical Assistance	[The section on the Coordination of Local Hazard Mitigation Planning must include a] description of the State <u>process</u> to support, through funding and technical assistance, the development of local mitigation plans.
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Through the FEMA PDM FY2002 and FY2003 grants, administered through MEMA, Maine's counties and towns were eligible for funding to research and develop their Hazard Mitigation Plans. While not *direct* funding, the State's 800 number, EOC space for meetings, and staff travel time all made it easier and less expensive for the local municipalities to get information and guidance.

Providing technical assistance to the towns and counties is greatly affected by distances and weather conditions. It requires a day of driving to travel the miles between the towns of Kittery (York County) and Fort Kent (Aroostook County). However, as previously documented in the Summary of Meetings table at the end of the Planning Process section, representatives from the State and FEMA have provided technical assistance by driving to all sixteen counties and all corners of Maine, quite literally to the furthest points east, south, north and west.

Additional face-to-face meetings occurred monthly when the County Directors met in the EOC at MEMA. Time on the agenda was often used to update information relevant to both the local and state plans. On other occasions, individual County Directors or town representatives came to the MEMA offices, often for several hours at a time, to review the requirements, get contact information, or revise their work-in-progress.

When travel or meetings were not possible, emails and telephone conference calls (TELCOMs) were used extensively to answer questions ranging from mapping hazards to writing narratives. It was through email that County Directors were made aware of the DMA 2000 Risk Assessment Workshop and were able to send participants to New Hampshire for the July 14-15, 2004 course.

A combination of mail and email informed the 489 towns and 16 County Directors, respectively, of the FEMA "Grant Development Workshops" held in the fall of 2004. To reduce travel distances for local participants, the workshops were held in Penobscot, Cumberland, Hancock and Kennebec counties.

Lastly, a number of TELCOMs between FEMA, MEMA, Counties and consultants assured that all parties were getting the same information in real time. Topics ranged widely from narrative descriptions to mapping to documentation. This clarified plan requirements as well as considerable travel.

§201.4(c)(4)(ii) Local Plan Integration	[The section on the Coordination of Local Mitigation Planning must include a] description of the State <u>process</u> and <u>timeframe</u> by which the local plans will be reviewed, coordinated, and linked to the State Mitigation Plan.
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Element A - Because the State and counties were writing their plans concurrently, the *processes* for review were truncated. The State had no criteria other than FEMA's crosswalk for reviewing the local plans. Wherever possible and to optimize time, the State reviews were combined with the "technical assistance" meetings and phone calls as described in the previous paragraphs, so local plans could go directly to FEMA upon completion.

Note: Local plans received *after* the November 1, 2004 deadline will be reviewed by MEMA. If the plans need further revision to fulfill the FEMA requirements, they will be returned, with specific comments, to the county. If the plans need no further revision, they will be forwarded to FEMA for final approval.

For the five year review of local plans, MEMA has not established any further review processes, pending future guidelines from FEMA.

Element B -.The November 1, 2004 approval deadline of all the Plans overshadowed the highly desirable goal, and logic, of linking them to one another. To meet the deadline, and to maximize resources, the State focused its attention on two key efforts: first, to revise the State Plan for approval before deadline and second, to provide technical assistance as requested by the towns and counties to also attain approval.

When all the local plans have been approved by FEMA, then MEMA will review them county by county and hazard priority by hazard priority in order to link (connect) them to the state Plan, that is, that the goals and objectives of these local plans closely track those of the State's Plan. Furthermore, there should be consistency in the manner in which the risk assessments were done. Information in local plans that supplements and/or improves the accuracy and common knowledge base will be added to the state plan.

When the review of the flood hazard is complete, then the other hazards will be reviewed according to priority: winter storm, hurricane, wild fire, blight/infestation, summer storm, drought and earthquake. The entire review and integration will be accomplished by 2007.

§201.4(c)(4)(iii) Prioritizing Local Assistance	[The section on the Coordination of Local Mitigation Planning must include] <u>criteria</u> for prioritizing communities and local jurisdiction that would receive planning and project grants under available funding programs, which should include consideration for communities with the highest risks, repetitive loss properties, and most intense development pressures.
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Since it was a federal requirement (DMA 2000) to have hazard mitigation plans, all 16 Maine counties were notified of the funding that was available in federal fiscal years 2002 and 2003 for developing their plans. Over the planning period, a benchmark cost for writing the plans was established and the funds were fairly evenly distributed among the counties.

However, the criteria for project grants were much more specific and are spelled out in the Administrative Plan that is at the end of this section. Approved in February 2004, it clearly identifies:

- Eligibility (page 6)
- Applicant notification (page 7)
- Project identification (page 7-8)
- Application procedures (page 8)
- Review, ranking and selection of projects (page 9 -10)
- Project management, including closeout (page 10-15)

Note: While originally written with HMGP grants in mind, the criteria in the Admin Plan will apply to PDM-C projects as well.

Since the Administrative Plan was written for the management of HMGP grants and was approved prior to the new FEMA guidelines for PDM-C projects, it does not emphasize the new weighting of a cost benefit analysis for mitigation projects. The cost benefit criteria has been addressed, however, in several ways:

- it is stressed in all field work and technical assistance meetings
- it was stressed in the August 2004 mailing to all 489 towns announcing the new round of PDM-C funding
- it was stressed in the September 2004 FEMA “Grant Development Workshops”

Finally, when the Administrative Plan is revised, it will specifically address all grant types and the cost benefit analysis criteria will be prominent. Until resources are available however, it is the guidance used in evaluating and choosing applications and overseeing projects to their conclusion.

Until all the plans are completed and approved, and new criteria are developed from them, the “communities with the highest risk” will be identified by past disaster occurrences. The table of flood occurrences in the Risk Assessment section has already identified the counties which are most flood prone. Having all the local plans available will make it possible to identify and prioritize the most vulnerable towns within those counties. It will also help clarify where repetitive losses and development pressures exist.

State of Maine

HAZARD MITIGATION ADMINISTRATIVE PLAN

(Public Law 93-288, Section 404)

Prepared by the

**Maine Emergency Management Agency
Department of Defense, Veterans, and
Emergency Management**

Revised – February 24, 2004

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I. Introduction

A. Purpose

The purpose of the State Hazard Mitigation Plan is to outline the management procedures that the State of Maine will use to administer the Hazard Mitigation Grant Program.

B. Authorities and References

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended, Section 404 and 409 and the Disaster Mitigation Act of 2000, section 322.
2. FEMA Regulations, 44 CFR, Part 206, Subparts M and N.
3. FEMA Regulations, 44 CFR, Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
4. Executive Order 12612, Federalism.
5. Single Audit Act of 1984, as amended.

C. Definitions

1. "Application" means initial requests for funding, submitted to FEMA by the State of Maine.
2. "Governor's Authorized Representative (GAR) " means the individual designated by the governor to represent the State in activities related to the implementation of Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and in ongoing State disaster/emergency preparedness, response and hazard mitigation activities.
3. "Grant" means an award of financial assistance.
4. "Grantee" means a government to which a grant is awarded and which is accountable for use of the funds provided. The Grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. The State is the Grantee except as noted.
5. "Hazard Mitigation Plan" (HMP) means a plan prepared by the State or a local or tribal government as a condition of receiving federal hazard mitigation funds under Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Section 104 of the Disaster Mitigation Act of 2000.
6. "Hazard Mitigation Survey Team (HMST)" means the team that is established as the method of identifying mitigation issues in an immediate post disaster setting. The HMST is also integral to early identification of measures to be funded under some Hazard Mitigation Grant programs.
7. "Interagency Hazard Mitigation Team (IHMT)" means the mitigation team that is activated following declared disasters.
8. "Project" means any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss or suffering from disasters. The term "project" is used interchangeably with the term "measure" in

regulations, and the term "measure" is used interchangeably with the term "project."

9. "Projects" means hazard mitigation projects proposed by eligible applicants for implementation "State Hazard Mitigation Officer (SHMO)" means the individual designated by the Governor as the responsible individual for all matters related to the Section 404 Hazard Mitigation Grant Program, the Section 322 Hazard Mitigation Planning Program and all other State of Maine FEMA- funded hazard mitigation programs.
10. "State Hazard Mitigation Program" is an ongoing program involving a coordinated effort of State agencies to reduce the threat to people and property from natural and technological hazards.
11. "State Hazard Mitigation Review Board" means the State Hazard Mitigation Officer and his appointed panel members representing appropriate State agencies and other representatives serving to assist the SHMO to identify and rank potential projects.
12. "Subgrant" means an award of financial assistance under a grant to an eligible SubGrantee.
13. "SubGrantee" means the government or other legal entity to which a Subgrant is awarded and which is accountable to the Grantee for the use of the funds provided. SubGrantees may be a State agency, local government, private nonprofit organization, or Native American Nation.
14. Other definitions applicable to the hazard mitigation program found in Section 206.431 and 206.433 44 CFR.

II. Responsibilities

A. State Government

1. The Maine Emergency Management Agency located within the Department of Defense, Veterans and Emergency Management (DVEM), is designated to administer all Hazard Mitigation Programs including Section 404 programs as defined in this plan.
2. The State Hazard Mitigation Officer, within the Maine Emergency Management Agency (MEMA) in the Department of Defense, Veterans and Emergency Management (DVEM), is designated to coordinate activities of the State Hazard Mitigation Team and to serve as the responsible individual for project management.
3. The State Hazard Mitigation Team members are designated by the appropriate Directors or Commissioners of State Agencies having hazard mitigation expertise and responsibilities. State agencies represented on the State Hazard Mitigation Team are listed in Appendix B to this plan.

B. Local Government

The jurisdiction's First Select Person or City/Town Manager or the Chief Executive Officer of the private nonprofit organization will be required to designate an individual, in the application for a grant, who will serve as the point of contact on all matters related to the application.

III. Funding

The federal share of any selected FEMA 404 project will not exceed 75% of the total project cost. The total federal funds available will not exceed 7.5% of the Federal share of the FEMA estimate of all Damage Survey Reports under Section 406 (Public Assistance permanent restorative work), Individual Assistance, and administrative mission statements for each disaster. The Non-Federal share may exceed the Federal share and may be a combination of other State, local or private funding. The local share may be composed of local government generated revenue, private sector resources, and/or other grant money that law or regulation does not prohibit for this purpose. Any specific requirements for cost-share will be established in FEMA-State Agreements.

IV. Eligibility Requirements

The State of Maine's eligibility requirements conform to Federal standards. Federal definitions are used to determine eligibility.

A. Eligible Grant Applicants are:

1. State and local units of government
2. Private nonprofit organizations or institutions that own or operate a private nonprofit facility as defined in 206.221 (e) 44 CFR;
3. Native American Nations and tribal organizations.
4. Located in communities that meet all federal requirements to allow participation in the National Flood Insurance program, meet all applicable federal, State and local permit requirements, and not contribute to or encourage development in the flood plain or other hazardous areas. *Only communities in good standing with the National Flood Insurance Program will be considered for 404 Grants in the State of Maine.*

B. Eligible Grant Projects must:

1. Seek to solve the problems they are intended to address.
2. Conform to the State's Hazard Mitigation Plan;
3. Address a problem that has been repetitive, or a problem that poses a significant risk to health and safety if left unsolved;
4. Be cost effective and cost no more than the anticipated value of the reduction in damage to the project area if a future disaster were to occur (benefits must exceed cost of the project proposal);
5. Be the most practical, effective and environmentally sound alternative among a range of alternatives that have been considered;
6. Contribute, to the extent practicable, to a permanent or long-term rather than temporary or short-term solution to the problem it is intended to address and avoid unintended consequences;
7. Consider long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements;
8. Have a direct beneficial impact upon the designated disaster area, whether or not the project is located in the designated area (IAW 44 CFR 206.434[c][2]) and benefit the community rather than an individual;
9. Contribute to a long-term solution that integrates hazard mitigation principles with existing programs and overall community planning; and
10. Meet all applicable codes, standards, and regulations applicable to the locale including, but not limited to, 44 CFR Part 9, Flood Plain Management and Protection of Wetlands, and 44 CFR Part 10, Environmental Considerations.

V. Applicant Notification

A. Public Assistance Briefings

The State will coordinate the presentation of information, as needed, on the Hazard Mitigation Grant Program at Public Assistance Applicant's Briefings. The intent of Applicant Briefings is to create an early awareness of Mitigation Grant Programs.

B. Notice to Potential Applicants

When sufficient funding is determined to be available for the Hazard Mitigation Grant Program (HMGP) to warrant the solicitation of new applications, an invitation to apply will be sent to the chief official of each municipality and all of the regional planners and County Emergency Management directors in Maine or in the designated disaster area. When funding is limited, the State will consider projects already on its list of priority projects developed and ranked by the State Mitigation Team and which fall within historical, repetitive loss areas. (See Section VI,D.)

C. Special Briefings

As necessary, detailed Hazard Mitigation Grant Program briefings for potential applicants will be scheduled. The briefings will describe eligible activities, funds and SubGrantee administrative requirements, application process and key deadlines.

VI. Project Identification

A. Dissemination

Information on the Hazard Mitigation Grant Program shall be widely disseminated through multiple sources to potential applicants.

B. Public Damage Assessment Teams

Information acquired during Preliminary Damage Assessments (PDA) for presidentially-declared disasters is an excellent opportunity for the identification of mitigation issues and potential projects. PDA teams should be briefed as to the availability of funds and requirements of the Hazard Mitigation Grant Program so potential projects can be identified for follow-up by the State Hazard Mitigation Officer. The PDA teams should suggest such projects to the State and not relate this information to potential applicants.

C. Public Assistance Briefings

Applicants for Public Assistance may be aware of potential mitigation projects that will not be funded through the Public Assistance Program. They will be briefed on the availability of the Hazard Mitigation Grant Program during the Applicant Briefings that are held for Public Assistance. The Public Assistance inspection teams consisting of Federal, State and local representatives will complete detailed inspections of damaged facilities and will be in a position to identify broad or

comprehensive projects that may impact several sites. The PDA teams should suggest such projects to the State and not relate this information to potential applicants.

D. List of Projects

An ongoing list of potential Hazard Mitigation projects shall be identified and maintained by the State mitigation team for various types of mitigation grants.

VII. Application Procedures

A. Submission of Applications to the State

1. Application forms with instruction brochures will be provided for the applicant to provide information necessary to determine eligibility (Sec. IV) and ranking (Sec. VII B.2.)
2. Applications should be completed by the responsible governmental entity or private nonprofit organization, signed by the Chief Executive Officer of the jurisdiction or organization, and submitted to the State Hazard Mitigation Officer.
3. Applications for projects must indicate that work can be completed within one year of the date of FEMA approval of the grant. An exception may be granted to this requirement if circumstances warrant.
4. Applicants must submit information on their proposed projects by the announced due date to the State Hazard Mitigation Officer to be considered for 404 funding.
5. The State must notify FEMA of all proposed 404 funded projects after all state reviews and cost benefit analyses have been completed.

B. Review, Ranking and Selection of Projects

6. The function of The State Hazard Mitigation Grant Program Review Board is to review and recommend 404 grant projects to the State Hazard Mitigation Officer for funding. The Director of MEMA submits the approved funding recommendations to FEMA.

7. Ranking

The State Hazard Mitigation Grant Program Review Board will review applications for eligibility and completeness, and will rank and assign priorities for funding to all eligible projects. This ranking will be in accordance with the criteria in Section IV B and 44 CFR Section 206.434 (c) as follows:

- a) Measures that, if not taken, will have an adverse impact on the area, such as potential loss of life, loss of essential services, damage to critical facilities, or economic hardship on the community;
 - b) Measures that have the greatest potential impact for reducing future disaster losses;
 - c) Indication that the proposed project is well-designed, well-organized, and demonstrates the technical capacity to undertake and implement proposed measures successfully;
 - d) Degree of commitment and support by participants (e.g. active participation, including financial, by local beneficiaries, public and private) and likelihood that the project, as proposed, will succeed in attaining its objectives;
 - e) Measures that are designed to accomplish multiple objectives or multi-purpose projects versus single purpose projects, including damage reduction, environmental enhancement, and economic recovery;
 - f) Measures that best fit within State Hazard Mitigation Plan and an overall plan for development and/or hazard mitigation in the community, disaster area, or state;
 - g) Extent to which regional or multi-agency cooperation is encouraged; and
 - h) Extent to which the project will serve as a model for other communities and/or State agencies.
3. During the review and ranking process it is probable that the Panel will need additional information about the project. The State Hazard Mitigation Officer is responsible for obtaining the needed information from the Applicant's point of contact.

C. Notification of Applicants

Following selection of projects to be submitted to FEMA for 404 funding, the Governor's Authorized Representative will notify each applicant of the decision.

D. Submission of Selected Projects to FEMA

1. The State Hazard Mitigation Officer will ensure that minimum program requirements are met by ensuring that each applicant is a member in good standing of the National Flood Insurance Program and that each application contains the items listed in Appendix A and below:
 - a) A narrative describing the benefits of the project;
 - b) A statement that the project meets all eligibility requirements as listed in Section IV;
 - c) A preliminary environmental review that demonstrates that the application is submitted in conformance with appropriate regulations such as 44 CFR, Part 9 (Floodplain Management and Protection of Wetlands), and CFR Part 10 (Environmental Considerations).
2. The State Hazard Mitigation Officer is responsible for preparing and sending to FEMA a complete package for each project. The State Hazard Mitigation Officer is also responsible for sending to FEMA a SF 424 (Application for Federal Assistance) and a SF 424D (Assurance for Construction Programs) for each disaster. The package must contain any pertinent project management information not contained in the State Administrative Plan and identify the specific mitigation measures for which funding is requested. The SF 424 must be signed by the GAR and forwarded to FEMA within 60 days of the disaster declaration. If this deadline cannot be met a request for extension shall be submitted to FEMA within 60 days.

VIII. Project Management

A. Administration

1. All 404 mitigation funding approval for the Grantee and SubGrantee will be based on 75-25 cost sharing provisions outlined in the FEMA-State Agreements or other published guidance. The Non-Federal share may exceed the Federal share and may be a combination of other State, Local or private funding. SubGrantee applicants for 404 funding must provide written description of its cost share agreement. Obligation of Federal funds will not take place until approval has been received for the project from FEMA.
2. Based on the approved application and work schedule of the project(s), a record keeping and financial system will be implemented for the duration of the project. The SubGrantee will submit quarterly progress reports to the State Hazard Mitigation Officer, beginning the first full quarter after receipt

of the funding. These reports should indicate the status and projected completion date of the project, and any problems affecting the completion date, scope, or cost, which could result in non-compliance with approved grant conditions. The State Hazard Mitigation Officer will submit reports to FEMA as required. The final report will be a complete assessment of project accomplishment.

3. Roles and responsibilities

a) SubGrantee (applicant):

- (1) Implements monitoring procedures and submits quarterly progress reports to the State Hazard Mitigation Officer as directed at the time grant is awarded.
- (2) Maintains financial records and receipts necessary to document all expenditures connected with the project.
- (3) Insures that any repair or construction is in accordance with applicable standards of safety, decency, and sanitation, and in conformity with applicable codes, specifications, and standards.

b) Grantee (State Hazard Mitigation Officer):

- (1) Provides overall staff support necessary to manage the State Hazard Mitigation Grant Program and funded programs.
- (2) Receives quarterly progress reports from SubGrantee, and reviews and submits to FEMA as required.
- (3) Reviews certification of costs, cost overruns, audits and appeals, and forwards to GAR.
- (4) Monitors and evaluates project accomplishment, and adherence to work schedule.
- (5) Maintains necessary financial documentation and progress reports to support funds distributed to SubGrantee(s).
- (6) Coordinates project actions with the GAR and provides assistance as required in administering the mitigation program.
- (7) Provides technical assistance to SubGrantees as necessary.
- (8) Assures necessary interagency coordination on all aspects of the Program.

c) Governor's Authorized Representative (GAR).

- (1) Is responsible for overall grant administration.

- (2) Notifies SubGrantees of actions taken in response to applications.
- (3) Certifies that all claims and costs are eligible and in compliance with provisions of the FEMA/State Agreement. Submits claims to the Regional Director for payment.
- (4) Coordinates all actions that pertain to the mitigation grant program with FEMA, as necessary, on matters pertaining to the Hazard Mitigation Grant Program.

B. Financial Administration

1. The Maine Emergency Management Agency will serve as Grantee for project financial administration in accordance with 44 CFR, Part 13. SubGrantee(s) (applicants) are accountable to the Grantee for funds that have been awarded.
2. Allowable costs associated with administering the program are authorized in accordance with Section 206-439, 44 CFR. Administrative costs must be shown as a separate line item and must be approved by the GAR.
3. Reimbursement

The Grantee will pay SubGrantees on a reimbursement basis upon receipt of a reimbursement request. Only up to 90% of the award will be available until after the project is completed; the final share will be paid after the SHMO and MEMA accounting team chief do a final project review and all relevant parties have signed off on the project completion certificate. Where financial need and the ability to provide local match are demonstrated, the Grantee may pay up to 30% of the grant amount upfront. The Grantee and SubGrantees will establish reasonable procedures to ensure that the time lapse between the receipt of funds from the U.S. treasury and their disbursement is minimized.

4. Audit Requirements

a) State Audit

- (1) The Grantee, and each SubGrantee, that receives \$25,000 or more in federal financial assistance, shall have audits made in accordance with 44 CFR Part 14.
- (2) The GAR shall assure that these audits are performed on a timely basis.
- (3) The GAR shall review audits completed for the Grantee and SubGrantees. If adverse findings are reported, the GAR shall assure that appropriate action is taken and report that action to FEMA.

(4) The GAR shall provide a copy of all audits performed on Section 404 projects to the FEMA Inspector General.

b) Federal Audit

FEMA may elect to conduct a federal audit of the Section 404 Grant or on any of the subgrants.

C. Appeals

1. Applicant

- a) The applicant may elect to appeal a decision, made by the Governor's Authorized Representative, on applications for mitigation grants.
- b) The appeal will be submitted in writing and contain sufficient additional information, over that submitted with the original application, to warrant reconsideration by the GAR.
- c) Appeals must be submitted to the GAR within 60 days from the date of the action being appealed.

2. GAR

- a) The GAR may, on behalf of an applicant or the state, appeal any FEMA determination of federal assistance. Local appeals must be submitted in writing through the GAR.
- b) Applicants must provide sufficient information to allow the GAR to determine the facts and validity of the request.
- c) The GAR appeal shall be in writing and submitted to FEMA within 60 days from the date of the action being appealed.

D. Cost Overruns

- 1. The final cost of approved work may, in some instances, exceed approved cost estimates.
- 2. In cases of cost overrun, the applicant may request approval of additional costs providing justification (invoices, daily activity reports, progress reports, etc.) for evaluation by the State Hazard Mitigation Officer.
- 3. The GAR evaluates each cost overrun and, when justified, and funds are available, may approve an additional amount if it meets the cost/benefit criteria. The applicant should identify the overrun before the final inspection and in any applicable quarterly reports. Cost overruns will be approved only when funds are available in the grant program to support the amount required.
- 4. The SHMO will coordinate with the GAR on all cost overruns and make recommendations to the GAR on overruns exceeding 10% of project costs.
- 5. The GAR will forward cost overruns exceeding 10% of project cost to the FEMA Regional Director for appropriate action.

E. Project Closeout

1. When all payments of funds have been made, the GAR determines eligible administrative allowance and requests reimbursement from FEMA.
2. Files at MEMA will be documented to reflect that closeout has been accomplished and no further disbursements will be made.

IX. Plan Review

This plan will be reviewed annually to ensure compliance with law, implementing regulations and state policies. It will be updated as needed to reflect regulatory or policy changes or to improve program administration.

APPENDIX A: HMPG APPLICATION PROCEDURES

Application for a Hazard Mitigation Program Grant should be come from the responsible governmental entity (city, town or Indian Reservation), signed by the Chief Executive Officer or the designated representative of the jurisdiction and submitted to the State Hazard Mitigation Officer. The address for submitting applications is:

State Hazard Mitigation Officer
Department of Defense, Veterans and Emergency Management
Maine Emergency Management Agency
State House Station #72
Augusta, Maine 04333-0072

Each application must contain the following information:

- ☐ Identification number of disaster;
- ☐ Name of the applicant/organization;
- ☐ Point of contact for the proposed measure or project;
- ☐ Location of the proposed mitigation measure or project;
- ☐ Description of the proposed mitigation measure or project;
- ☐ Analysis of the project's cost effectiveness and substantive risk reduction;
- ☐ Project work schedule;
- ☐ Justification for selection of the project;
- ☐ Alternate considerations;
- ☐ Environmental information consistent with Federal and State Regulations;
- ☐ Cost breakdown of preferred alternative;
- ☐ List of damages indicating repetitive losses at sight.

Potential applicants should submit three copies of complete, signed applications by the announced deadline. Applications postmarked later than the deadline will not be considered.

APPENDIX B: STATE HAZARD MITIGATION TEAM

The following State Agencies will be considered and enlisted, when appropriate, to serve on the State Hazard Mitigation Team whenever necessary to accomplish the purposes of this Plan and the State's Hazard Mitigation Grant Program.

- Department of Environmental Protection
- Department of Economic and Community Development
- DVEM/Maine Emergency Management Agency
- Department of Transportation
- Department of Agriculture
- Department of Conservation
- Maine State Planning Office
- Finance Authority of Maine
- Maine State Housing Authority
- Department of Marine Resources
- Department of Inland Fisheries and Wildlife

The following Federal Agencies may also be requested to cooperate:

- Federal Emergency Management Agency
- U.S. Army Corps of Engineers
- U.S. Geological Survey
- Natural Resources Conservation Service (NRCS)
- National Weather Service
- Small Business Administration
- U.S. Department of Agriculture

APPENDIX C: HMGP ENVIRONMENTAL CONSIDERATIONS

Projects funded under the Hazard Mitigation Grant Program must comply with certain environmental requirements. It is FEMA's responsibility to prepare the environmental document, although the State and/or local proponent of the project should provide much of the basic information. Coordination with all appropriate agencies and individuals is very important. The first step is to determine if the individual project is categorically excluded from the need to prepare an environmental document. The types of projects that do not need the environmental analysis are those that will not result in any physical change to the environment. Such projects include:

1. Training activities,
2. Public education programs,
3. Studies that involve no commitment of resources other than manpower and funding, and
4. Technical assistance activities.

If it is determined that a project meets the categorical exclusion criteria, the applicant shall provide a brief explanation, describing the project and why there will be no impact to the environment. All other projects should include an environmental analysis to aid in the compliance with environmental requirements. This analysis should describe the:

1. Need for the proposed action, i.e., the problem/issue that is being addressed,
2. Proposed action, including location (if applicable), all actions associated with implementing the mitigation project, and timing of project implementation,
3. Alternatives considered, including the no action alternative, and
4. Analysis of the environmental effects of the proposed project and alternatives. Answer the following questions with a yes (with explanation), no, or not applicable.

Land Use and Socioeconomic Issues

- a) Is the proposed project inconsistent with land use in the area?
- b) Does the project conflict with local zoning ordinances?
- c) Will the project result in the relocation of any structures?
- d) Will the project have a significant effect on the economic activities of the area?
- e) Will the project have a significant effect on any parks or recreation areas?
- f) Does the proposed activity or project require a Coastal Zone Consistency Determination?

Air Quality and Water Quality

- a) Will the project have significant effect on air quality?
- b) Will the project require any dredging and/or disposal of any material (including construction) in any wetlands or waterways? If so, the project may require a Corps of Engineers Section 404 permit.
- c) Will there be any modification of a streambed or banks of a waterway?

Natural Resources

- a) Will the project require the significant removal of any marine, aquatic, or terrestrial vegetation?
- b) Will the project involve construction in marshlands or wetland areas?
- c) Are there any known rare or endangered species within range of the project area?
- d) Is the project located inside or near a wildlife refuge or wildlife conservation area?

Archeological and Historic Resources

- a) Is the project site located in any area of archeological, cultural, or historical significance? Contact the State Historical Preservation Officer (SHPO) for determination.

Coordination

The application should also identify who was contacted in the development of the project and in the preparation of this environmental analysis. Appropriate agencies for coordination might include:

The State Department of Environmental Protection
The Maine Department of Inland Fisheries and Wildlife
The Maine Historic Preservation Commission
The State Department of Agriculture
The Regional Office of the Environmental Protection Agency
The Corps of Engineers
The Natural Resources Conservation Service

References

References may be required, if appropriate.

The information provided in the environmental document will be analyzed at the FEMA Regional Office to determine if there will be significant environmental impacts as a result of the proposed project. If not, then a Finding of no Significant Impact (FONSI) will be prepared, attached to the environmental analysis, now an Environmental Assessment, and forwarded to the Hazard Mitigation Branch, FEMA Headquarters for approval. If significant impacts are anticipated, then the project will be reviewed and revised or an Environmental Impact Statement (EIS) will be prepared.